

District of Columbia  
Department of Energy and Environment



**NOTICE OF FUNDING AVAILABILITY  
AND  
REQUEST FOR APPLICATIONS (RFA)**

RiverSmart Homes Installation and Rebate Programs  
(Short name: RiverSmart Homes)  
RFA # 2018-1821-WPD

**Publication Date:** 9/7/2018

**Application Deadline:** 10/8/2018 at 4:30pm

Government of the District of Columbia  
Department of Energy and Environment  
1200 First Street, NE  
5th Floor  
Washington, DC 20002  
(202) 535-2600



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## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The Department of Energy and Environment (“DOEE”) solicits grant applications from eligible entities (called “Applicants”). The goals of this Request for Applications (RFA) are to reduce nonpoint source pollution, reduce stormwater runoff, increase water conservation, and strengthen District residents' understanding of stormwater issues. The DOEE Watershed Protection Division will administer this RFA. The RFA seeks proposals for three projects with two-year grant periods: \$450,000 for the RiverSmart Homes Rain Barrel Installation and Rebate Program; \$600,000 for the RiverSmart Homes Shade Tree Installation and Rebate Program; and \$1,750,000 for the RiverSmart Homes Landscaping Installation and Rebate Program.

The Watershed Protection Division (WPD) of DOEE will administer this RFA.

### **1.2 Purpose of the Grants**

The purpose of these grants is to encourage installation of green infrastructure on private property in the District and strengthen District residents' understanding of stormwater issues and management.

### **1.3 Source of Funds**

The sources of funds for the grant are the District of Columbia Stormwater Enterprise Fund, the U.S. Environmental Protection Agency Chesapeake Bay Implementation Grant, and District of Columbia Department of Transportation Local Funds.

### **1.4 Competition for a Grant Award**

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The proposal/s with the highest score/s will be awarded the grant.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

Each Applicant may submit an application for more than one project, if applicable. If an Applicant responds to more than one project, it must do so in a separate proposal and submit all corresponding required documents.

### **1.5 Projects and Funds Available**

DOEE seeks applications for:

Project Number	Project Name	Project Amount
1	RiverSmart Homes Rain Barrel Installation and Rebate Program	\$450,000.00
2	RiverSmart Homes Tree Planting and Rebate Program	\$600,000.00
3	RiverSmart Homes Landscaping Installation and Rebate Program	\$1,750,000.00

## 1.6 Eligibility

The following are eligible to apply if an “x” appears:

- ☒-Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- ☒-Faith-based organizations;
- ☐-Government agencies
- ☒-Universities/educational institutions; and
- ☐-Private Enterprises.

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet any material conditions stated in its application. For instance, if an Applicant’s ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application’s submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DOEE in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of the Applicant’s tax-exempt status.

An informational meeting/conference call and opportunity for question and answers will be held on 09-12-2018 02:00 PM

The location of the meeting will be:  
1200 First Street NE, 5<sup>th</sup> Floor  
Washington, DC 20002

The call number is 1-866-830-5784 and conference code is 6971510.

## 1.7 Definitions

**District** - The District of Columbia.

**Grantee** - The person provided a grant by the District, including a sub-grantee.

**Person** - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, cooperative, the District government and its agencies, and the federal government and its agencies.

**Writing** - A tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A "signed" writing includes an electronic symbol or process attached to, or logically associated with a writing, and executed or adopted by a person with the intent to sign the writing.

### **1.8 Permissible Use of Grant Funds**

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion.

### **1.9 Grant Monitoring**

In its sole discretion, DOEE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

### **1.10 General Terms and Conditions**

Appendix 1, "General Terms and Conditions" is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Appendix 1.

### **1.11 RFA Conditions - Promises, Certifications, Assertions, and Assurances**

Appendix 2, "Applicant's Promises, Certifications, and Assurances" ("PCA"), is incorporated by reference in this RFA.

### **1.12 DOEE's Authority to Make Grants**

DOEE has grant-making authority under:

- The Renewable Energy Portfolio Standard Act of 2004 (D.C. Law 15-340, D.C. Official Code §§ 34-1431-40), including § 34-1436(b) and (c)

- The Water Pollution Control Act of 1984, effective March 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code § 8-103.01 *et seq.*);
- The District Department of the Environment Establishment Act of 2005, effective February 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code § 8-151.01 *et seq.*);
- The Comprehensive Stormwater Management Enhancement Amendment Act of 2008, effective March 25, 2009, (D.C. Law 17-371; D.C. Official Code § 8-152.01 *et seq.*); and
- Other applicable laws and regulations.

### **1.13 Conflicts between RFA and Applicable Law**

If any requirement of this RFA conflicts with a provision of any applicable law, including a District or federal law or regulation, the applicable legal provision shall control.

## **SECTION 2. SUBMISSION OF APPLICATION**

### **2.1 RFA Release Date**

The release date of this RFA is 9/7/2018.

### **2.2 Obtaining a Copy of the RFA**

A person may obtain a copy of this RFA at [doee.dc.gov](http://doee.dc.gov) or by requesting a copy through any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2018-1821-WPD.”

### **2.3 Applications: When, What, and Where**

**When:** All applications must be received at the address below by 4:30 p.m. on 10/8/2018.

Applications will be dated and recorded as “received” pending review by DOEE for completeness. DOEE considers an application to be “filed” only if all the required materials are submitted. Late or incomplete applications will be considered received, not filed.

**What:** The contents of the Application are specified in Section 3. Each applicant must submit:

Five paper copies of the application; and

One electronic copy.

The Department will not receive faxed copies.

**Where:** The paper copies must be filed with DOEE at the following address:

## **District of Columbia Department of Energy and Environment**

**RFA – Grants  
1200 First Street NE  
5<sup>th</sup> Floor  
Washington, DC 20002**

**Attn: RFA 2018-1821-WPD**

Email an electronic copy, formatted as a .pdf file, to: [2018RiverSmartHomes@dc.gov](mailto:2018RiverSmartHomes@dc.gov)

### **2.4 Award Announcement**

DOEE expects to notify each Applicant in writing of its award status within six to twelve weeks after the application due date.

### **2.5 Updates and Questions and Answers (Q & A)**

Additional information may become available before the application is due. It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to [2018RiverSmartHomes@dc.gov](mailto:2018RiverSmartHomes@dc.gov) with "RE: RFA 2018-1821-WPD" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](http://doee.dc.gov). DOEE will also create an email list to send updates and information regarding the RFA. A person can be put on the email list by immediately emailing [2018RiverSmartHomes@dc.gov](mailto:2018RiverSmartHomes@dc.gov) with the subject line "RE: RFA 2018-1821-WPD – Add me to the email list."

DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. Paper copy updates will be available for pickup at DOEE's offices by appointment. DOEE will not mail out updates or Q&A materials.

The cut-off date for receipt of any questions is one week prior to the application deadline.

### **2.6 DOEE Contacts**

DOEE can be contacted about this RFA (use the RFA's short name and number whenever possible) by:



- (a) **Emailing** 2018RiverSmartHomes@dc.gov with “RE: RFA 2018-1821-WPD” in the subject line;
- (b) **In person** by making an appointment with (Lauren Linville at (202) 535-2252 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Lauren Linville RE: RFA 2018-1821-WPD on the envelope.

### **SECTION 3. APPLICATION CONTENT**

#### **3.1 Format**

Proposals must be formatted as follows:

- (a) Use plain, white, 8 ½” x 11” recycled paper with one-inch margins.
- (b) Applications should be double-sided to the extent possible;
- (c) Limit each project description to 10 double-spaced pages. Budget tables, flowcharts, photographs, the work plan, and other supporting documentation may be attached in addition to the project description
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

#### **3.2 Proposal Content**

DOEE intends to fund a project that will benefit the environment, and, in particular, the environment of the District. The proposal should use the following format and explain, in increasing levels of detail, how the Applicant will accomplish this.

(Note: Before drafting the proposal, please read the project description very carefully to see if there are restrictions for the DOEE grant. For instance, certain activities might be required to take place in the District or the scoring might give extra points to labor sourced in the District.)

##### **(a) Cover Sheet**

Include a cover sheet in the format specified in Appendix 3. Make certain that the funding amount requested on the cover sheet matches total amount requested in your budget and budget narrative.

**(b) Project Summary**

Provide a brief one paragraph summary that explains the project. This summary is not part of the 10-page proposal limit.

**(c) Project Description**

Organize this 10-page section of your application in accordance with the scoring rubric of section 7 of this RFA. As an exposition to the specific line items in the scoring rubric, state the following at the start of the proposal:

**(1) Purpose and Objectives**

State how this project will benefit the environment and the specific objectives this project will achieve.

**(2) Target Audience**

Identify the target audience. Who will this project engage? Who will benefit from the project?

**(3) Project Outcomes, Outputs, and Activities**

The proposal should connect the funded activities to quantifiable outputs and ultimately desired outcomes. This enables reviewers to evaluate what the proposed project will achieve if funded.

**Activities** are undertaken to achieve the outputs and outcomes. For example, a proposal could request funding to support a tree-planting activity in a city. This activity will yield a quantifiable output.

An **output** is a short-term result achieved as a result of an activity. For example, at the end of the project period, after several sessions of tree-planting, X number of trees will be in the city. This quantifiable output will yield various project outcomes.

A **project outcome** is a medium to long-term result that occurs and/or continues after the project ends. For example, after several sessions of tree-planting activities, this project yielded an output of X number of trees planted in the city. Medium to long-term outcomes of this project include: beautification of the city, increased environmental awareness of residents, and improved air quality.

**(4) Methods**

Describe how activities will be accomplished.

(5) Measurement of Project Success

Provide quantifiable measurements. For example, a tree planting project might measure the number and kinds of trees planted. A trash removal project might measure the pounds of trash removed. A stormwater project might measure the amount of stormwater captured.

(6) Project Budget.

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges applicants to use the budget template format provided (Appendix 4). The budget narrative must explain and justify every line item in the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”

If the Applicant seeks an advance payment, it must request advance payment in its proposal and explain why an advance payment is requested. See Section 6.2.

Resources provided by the applicant should appear in the column titled “Non-DOEE Match,” meaning the Applicant intends to provide the indicated resources (i.e., the “match,” and that the resources do not come from DOEE). Entries in this column could include both dollars and the value of the in-kind contributions. For example, in-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee must be valued at rates consistent with those the Applicant’s organization ordinarily pays for similar work, including salary and fringes. If the grantee or a sub-grantee does not have employees performing similar work, the rates must be valued the same as rates ordinarily paid by employers in the same labor market for similar work.

The Applicant must verify that all costs in the budget are allowable.

Typical allowable costs are:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Computers and printers;
9. Small tools;

10. Some field equipment, typically below \$5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

Non-Allowable costs include:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;
5. Most food; and
6. Land purchases.

DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

**(d) Applicant.**

**(1) Organization.**

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. To provide further information, the Applicant can reference its website or attach organizational brochure or resume.

**(2) Key personnel.**

Identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

**(3) Past performance on District Grants/Contracts.**

Identify District agencies from which the Applicant has received funding as a contractor, grantee, or partner in the past five years and provide specific information including:

- The grant(s) or contract(s) title;
- The District agency/agencies;
- The grant number(s), contract number(s), or other identifier(s);
- The amount(s) paid; and

- What was accomplished as a result of the funding(s).

Briefly describe any disputes, investigations, or audits related to any of these District grants or contracts, grants, or partnerships in the past five years.

(4) Partners.

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner's involvement and resource commitments. The proposal must identify and attach a letter of support on the partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity.

In lieu of a letter, an Applicant may attach an email from the partner (or an authorized official if the partner is a government agency, NGO, or business entity) that states support of the project and identifies the partner's name, address, website, and a contact name, telephone number, and email address.

For the following types of partners, provide the documentation indicated.

i. District of Columbia Public Schools

If the Applicant will work with the District of Columbia Public Schools (DCPS), it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

ii. Property Owner

If the Applicant will work on public land, it must submit a letter of support from the managing agency. Similarly, if the Applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

iii. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide.

#### iv. National Park Service

Projects that would be carried out on National Park Service (NPS) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete. DOEE will accept more informal statements generated by responsible NPS officials, including emails.

### **3.3 Work Plan**

The application must include a proposed work plan that describes the timeline for project implementation.

### **3.4 Required Documents**

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DOEE may classify the grant application as “received” but not “filed,” as specified in Section 2.3. However, if a government agency must issue a required document, and the Applicant has requested the document but not received it, DOEE may accept a copy of the Applicant’s request to the agency for the purpose of deeming the Application “filed.”

#### **(a) Certificate of Good Standing**

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. DOEE requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application’s submission.

#### **(b) Promises, Certifications, Assertions, and Assurances**

Each Applicant must sign and submit the “Promises, Certifications, Assertions, and Assurances” (“PCA”) in Appendix 2. Signing the PCA is a condition of eligibility for this grant. If the Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant.

The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization.

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e. is “current”) on all obligations outstanding to the District, including all District agencies. The Applicant must be “current” as of the date of the application and the date of a grant award. DOEE requires, as a condition of continuing eligibility, that a grantee stay current on such obligations during the period of the grant.

**(c) IRS W-9 Tax Form**

The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DOEE defines “current” to mean that the document was completed within the same calendar year as that of the application date.

**(d) Tax Exemption Affirmation Letter**

The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization’s tax exemption affirmation letter should also be submitted.

**If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status.** Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group’s board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant’s most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state’s issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.*)

**(e) Applicant’s Current Fiscal Year Budget**

The Applicant must submit its full budget, including projected income, for the current fiscal year, using a format at least as detailed as that presented in Appendix 4. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

**(f) Applicant’s Financial Statements**

If the Applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the Applicant must provide its most recent complete year’s unaudited financial statements.

**(g) Separation of Duties Policy**

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded;
- Provide the names and titles of personnel involved in handling money;
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
- Address other limits on staff and board members' handling of the organization's money.

#### **(h) System for Award Management (SAM) with federal government**

If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package to DOEE.

### **SECTION 4. Review Panel and Application Scoring**

#### **4.1 Review Panel**

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's proposal.

The panel will recommend the top scorer for award of the grant.

Review panels vary in size, but typically are made up of three to five people. At least two members of the review panel will be from DOEE staff. Whenever practicable, each panel will include at least one person from outside of DOEE.

#### **4.2 Scoring Criteria**

The reviewers score each proposal according to a list of criteria and the points available for each criterion. See section 7 of each project.

The applicant should read the grant description carefully to determine if matching funds or resources are required or if preference points are offered for matching funds.

### **SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

#### **5.1 Submissions If Applicant Will Receive the Grant**

Upon acceptance of a grant award, the Grantee must provide the following documents.



**(a) Certificate of Insurance**

The Grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in Appendix 1, General Terms and Conditions. DOEE will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

**(b) Assurance of Continued Truth and Accuracy**

Upon acceptance of the grant award the Grantee shall notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. See also Section 1.6.

**SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS**

**6.1 Reporting Requirements**

The grantee must submit the following reports as a condition of continuing eligibility for funding.

**(a) Quarterly Status Reports**

DOEE will provide a quarterly status report template with the grant award. These reports, which discuss grant activities for the preceding quarter, will be due on each of the following dates.

Quarter 1 (January - March):	April 15
Quarter 2 (April - June):	July 15
Quarter 3 (July - September):	October 15
Quarter 4 (October - December):	January 15

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail: actions taken in the quarter preceding the report date, highlight outputs achieved, provide a financial update, and describe unforeseen changes to project timetable, staffing, or partnerships, as well as any other changes that may affect project outcomes.

**(b) Final Report**

DOEE will provide a final report template with the grant award. This report includes quantification by the grantee of the project's outputs and describes the extent to which project outcomes met or will meet the objectives of the funded proposal. The template requires submission of data and analysis of the data.

## **6.2 Reimbursement of Project Expenditures and Disbursement of Funds**

DOEE will not reimburse the Grantee for any work undertaken before DOEE notifies the recipient of the final award of the grant.

DOEE will reimburse the Grantee only for expenditures incurred to perform work under the grant. In limited cases, DOEE may advance funds at the beginning of the grant period for good cause approved by DOEE at its sole discretion. If the Applicant seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested.

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request or an invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DOEE may make electronic payments in lieu of mailing checks. DOEE generally pays grant invoices 30 days after DOEE receives them.

DOEE will withhold the final 10% invoiced under a grant until all required activities have been completed, including receipt of the final report.

## **SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING**

### **Project 1 – RiverSmart Homes Rain Barrel Installation and Rebate Program**

#### **Introduction**

This is a request for applications for \$450,000 (\$225,000 per year) to install rain barrels, issue rebates, and educate the public through a voluntary incentive program. The District Department of Energy and Environment's (DOEE) Watershed Protection Division (WPD) offers voluntary incentive programs to residents in an effort to control, prevent, and provide remediation for nonpoint sources of pollution that impact District of Columbia (District) waters and the Chesapeake Bay. It has been shown that green infrastructure (GI) installed on residential properties (e.g., rain barrels and rain gardens) is an effective way to reduce stormwater pollution and promote water conservation in urban environments.

DOEE offers incentives that encourage property owners to install GI on their District properties through a copayment option, RiverSmart Homes, or a rebate option, RiverSmart Rebates. The aim of both programs is for GI to be installed on private residential property to help reduce stormwater pollution. This grant addresses both the copayment and the rebate incentive options.

Through RiverSmart Homes, DOEE arranges for GI to be installed for homeowners for a nominal copayment and DOEE subsidizes the rest of the cost. Through RiverSmart Rebates, property owners can avoid waiting for the installation by doing it themselves (or contracting someone to do it) and receive a rebate after the GI is installed.

DOEE tracks the performance of RiverSmart Homes and RiverSmart Rebates, keeping data on addresses, homeowner contact information, location/sub-watershed information, pictures, dates of work, and number and type of GI installed.

To date, DOEE has seen an average of 700 rain barrels installed per year through RiverSmart Homes and an average of 100 rain barrel rebates issued per year through RiverSmart Rebates. Rain barrels have remained the most popular GI among District homeowners since 2009. It is essential that the grantee complete installations and issue rebates within a reasonable timeframe and manage recordkeeping effectively to ensure these incentives continue encouraging homeowners to participate.

More information on the program and process for RiverSmart Homes can be found at: <http://doee.dc.gov/service/riversmart-homes>.

More information on the program and process for RiverSmart Rebates can be found at: <http://doee.dc.gov/riversmartrebates>.

#### **Project Period**

The project period is two (2) years. This can be amended to continue for one (1) additional year, for a total of three (3) years, depending on the performance of the grantee and the availability of funds.

### **Available Funding**

The amount available for this project is \$450,000, depending on the availability of funds. Additional funds may be added, depending on project needs, the performance of the grantee, and the availability of funds. DOEE anticipates that approximately \$225,000 will be spent in each year of the project period.

### **Project Description**

DOEE is seeking applicants to propose timely, quality rain barrel installations through the RiverSmart Homes program, issue rebates for qualifying rain barrels through RiverSmart Rebates, and give homeowners participating in both programs a better understanding of stormwater runoff issues.

DOEE will support the selected grantee in achieving project goals. DOEE will offer two models of rain barrels for installation: the RainGrid RiverSides rain barrel and the StormWorks Hydra rain barrel. DOEE may offer other models of rain barrels in the future. DOEE will also provide yard signs to be installed along with the rain barrels, pending homeowner approval. DOEE seeks an eligible entity to do the following in an effective and timely manner:

1. Facilitate rain barrel installations for District homeowners through RiverSmart Homes and collect homeowner copayments. DOEE will purchase the rain barrels to be installed and provide them to the grantee to store, manage, transport, and install. The grantee budget will cover the accessories and equipment necessary to install rain barrels.
  - a. Information about the RiverSides rain barrel is available at:  
<http://shop.riversides.org/products/riversides-rainbarrel-charcoal-black-500-l-132-gallons>.
  - b. Information about the StormWorks Hydra rain barrel is available at:  
<https://www.stormworkspgh.com/products/rain-barrels/>.
2. Provide rebates through RiverSmart Rebates to qualifying District property owners who purchase rain barrels and independently install them. The grantee budget will cover the rebates issued to qualifying District property owners.
3. Educate property owners receiving installations and/or rebates on stormwater issues and GI.

DOEE has determined the incentive terms for installations and rebates. These include:

1. Per-property limits
  - a. Homeowners are eligible for two rain barrels installed through RiverSmart Homes per property pending audit recommendation.
  - b. Property owners are eligible for up to \$1,000 per property for rebates.
2. Copayment and rebate amounts
  - a. The copayment per RainGrid RiverSides rain barrel is \$50. The copayment per StormWorks Hydra rain barrel is \$70.
  - b. The rebate amount is set at \$2 per gallon of rain barrel capacity.

The grant amount available is predicated on these terms. Applicant budgets should reflect these terms. If DOEE changes the terms, it will negotiate with the grantee.

Applicants should submit a proposal that demonstrates sufficient ability and an appropriate plan to undertake each of three types of activities (installs, rebate, and educate), and propose the following numerical targets for completion:

1. Rain barrel installations;
2. Amount of funding to be issued as rebates; and,
3. Homeowners reached with education materials or activity.

Successful grantees of the RiverSmart Homes Program have historically:

1. Installed the target number of rain barrels proposed above;
2. Ensured timely, quality installations;
3. Stored rain barrels and associated parts purchased in a secure location that protects against damage or theft;
4. Managed inventory of rain barrels and associated parts and supplies;
5. Facilitated homeowner communication with contractors;
6. Accepted and accounted for direct payment from homeowners for the copayment rate set by DOEE;
7. Collected a signed liability release form and maintenance agreement from the homeowner;
8. Maintained and report installation and homeowner data;
9. Educated homeowners receiving rain barrel installations on urban runoff and pollution issues, the techniques to reduce them, and proper rain barrel maintenance; and
10. Provided quarterly reports to DOEE.

Successful grantees of the RiverSmart Rebates Program have:

1. Issued the target amount of funding as rebates to qualified homeowners;
2. Reviewed and evaluate all rebate applications;
3. Assisted program participants throughout the rebate application process;
4. Administered and sent rebates in a timely manner;
5. Updated and maintained rebate program documents and application files;
6. Conducted successful outreach to advertise the rebate incentive;
7. Maintained and reported installation and homeowner data;
8. Educated homeowners receiving rain barrel rebates on urban runoff and pollution issues, reduction techniques employed, and proper rain barrel maintenance; and
9. Provided quarterly reports to DOEE.

### **Project Outcomes**

Stormwater runoff will be controlled and/or prevented using rain barrels on District properties and property owners will be educated on the use of rain barrels, their maintenance –and general stormwater issues affecting the District’s waterways and the Chesapeake Bay.

## Project Outputs

Past per-year target outputs have ranged from 500-700 rain barrels installed, between 50-100 rain barrel rebates issued, and at least 400 homeowners reached. An applicant should propose numerical targets for each of these outputs:

1. Number of rain barrels installed;
2. Amount of rain barrel rebates issued; and
3. Number of homeowners contacted and educated.

## Deliverables

1. Data in a structured format for all program participants to include address, homeowner contact information, sub-watershed information, and number and type of rain barrels installed, copayments received and rebates provided;
2. An electronic copy of each signed application, waiver, and maintenance agreement for each homeowner who had a barrel installed and/or who received a rain barrel rebate;
3. An electronic file consisting of high-quality photos of installations, provided to DOEE once per year, with the corresponding address and homeowner information;
4. Electronic copies of the materials used for homeowner education and outreach;
5. Electronic copies of materials related to installers contracted or hired;
6. A work plan for cost-effective and professional installation of rain barrels and rebate processing;
7. Participation in bi-monthly (or as-needed) meetings or conference calls;
8. Quarterly status reports with current data on installations completed, rebates issued, installers contracted, and homeowners reached and educated; and
9. A final report with data on all installations completed, rebates issued, installers contracted, and homeowners reached and educated, with an analysis of the effectiveness of messages, incentives, types of rain barrels and installation techniques in meeting the grant's objectives.

## Proposal Scoring

All proposals will be scored according to the criteria below.

Scoring Criteria	Points
<b>Project Concept</b>	
<ul style="list-style-type: none"><li>• Presents an efficient and skilled approach to installing rain barrels through RiverSmart Homes</li></ul>	20
<ul style="list-style-type: none"><li>• Demonstrates substantial expertise and experience in rain barrel installations, maintenance, and troubleshooting</li></ul>	15
<ul style="list-style-type: none"><li>• Presents an engaging way to educate homeowners receiving rain barrel installations and rebates</li></ul>	15
<ul style="list-style-type: none"><li>• Provides a robust plan for advertising and administering rain barrel rebates</li></ul>	15
<b>Project Administration</b>	
<b>a.</b> Demonstrates organizational capacity to meet targets proposed for installations	10

and rebates	
<b>b.</b> Presents feasible plan that will yield high quality installations and customer service	10
<b>c.</b> Presents a detailed line-item budget that is reasonable and includes narrative justification	15

## **Project 2 – RiverSmart Homes Tree Planting and Rebate Program**

### **Introduction**

This is a request for applications for \$600,000 (\$300,000 per year) to plant shade trees; issue rebates, and educate the public through a voluntary incentive program. The Department of Energy and Environment’s Watershed Protection Division (WPD) offers voluntary incentive programs to residents in an effort to control, prevent, and provide remediation for nonpoint sources of pollution that impact District of Columbia (District) waters and the Chesapeake Bay. It has been shown that green infrastructure (GI) installed on residential properties (e.g., shade trees and rain gardens) is an effective way to reduce stormwater pollution and promote water conservation in urban environments.

DOEE offers incentives that encourage property owners to install GI on their District properties through a copayment option, RiverSmart Homes, or a rebate option, RiverSmart Rebates. DOEE will also launch a new program in DOEE fiscal year 2019 to provide replacement trees to homeowners who have received a special tree permit to remove a tree on their property. This grant addresses all three options: copayment, rebate, and special tree permit replacements.

Through RiverSmart Homes, DOEE arranges for GI to be installed for homeowners for a nominal copayment and DOEE subsidizes the rest of the cost. Through RiverSmart Rebates, property owners can avoid waiting for the installation by doing it themselves (or contracting someone to do it) and receive a rebate after GI is installed. The aim of both programs is for GI to be installed on private residential property to help reduce stormwater pollution.

The Special Tree Replacement Program is a new partnership between the District Department of Transportation (DDOT) and DOEE. DDOT will identify property owners who receive special tree permits who qualify for a tree planting to replace a tree removed through the Special Tree Removal Program.

DOEE tracks the performance of RiverSmart Homes and RiverSmart Rebates, keeping data on addresses, homeowner contact information, location/sub-watershed information, pictures, dates of work, and number and type of installed GI. DOEE anticipates the same data will be collected for trees planted through the Special Tree Replacement Program.

To date, DOEE has incentivized an average of 700 shade trees planted per year through RiverSmart Homes and an average of 250 tree rebates issued per year through RiverSmart

Rebates. DOEE anticipates that between 300-500 additional shade trees could be planted through the Special Tree Replacement program once launched. It is essential that the grantee complete plantings and issue rebates within a reasonable timeframe and manage recordkeeping effectively. On-time performance and accuracy ensure that the incentives encourage homeowners to participate.

More information on the program and process for RiverSmart Homes can be found at: <http://doee.dc.gov/service/riversmart-homes>.

More information on the program and process for RiverSmart Rebates can be found at: <http://doee.dc.gov/riversmartrebates>.

More information about the Special Tree Removal Permit Program can be found at: <https://ddot.dc.gov/page/ddot-special-tree-removal-permit>.

### **Project Period**

The project period is two (2) years. This can be amended to continue for one (1) additional year, for a total of three (3) years, depending on the performance of the grantee and the availability of funds.

### **Available Funding**

The amount available for this project is \$600,000, depending on the availability of funds. Additional funds may be added, depending on project needs, the performance of the grantee, and the availability of funds. DOEE anticipates that approximately \$300,000 will be spent in each year of the project period.

### **Project Description**

DOEE is seeking applicants to plant shade trees on identified residential properties through the RiverSmart Homes and Special Tree Replacement programs, process rebates for qualifying shade trees that homeowners plant independently through RiverSmart Rebates, and give homeowners participating in both programs a better understanding of stormwater runoff issues.

DOEE seeks an eligible entity to do the following in an effective and timely manner:

1. Facilitate shade tree planting for District property owners through RiverSmart Homes and collect homeowner copayments. The grantee budget will cover planting trees.
2. Facilitate shade tree planting for District property owners through a Special Tree Replacement Program. The grantee budget will cover planting trees.
3. Provide rebates through RiverSmart Rebates to qualifying District property owners who purchase trees and plant them on their property. The grantee budget will cover the cost of rebates; and
4. and



5. Educate homeowners receiving installations and/or rebates on stormwater issues and green infrastructure.

DOEE has determined the terms for installations and rebates. These include:

1. Per-property limits; and
  - a. Each homeowner is eligible for up to 25 trees planted through RiverSmart Homes and the Special Tree Replacement Program; and
  - b. Each homeowner is eligible for up to 25 trees rebated through RiverSmart Rebates.
2. Copayment and rebate amounts.
  - a. The copayment per tree is \$50; and
  - b. The rebate amount is set to a maximum of \$100 per tree.

The grant amount available is predicated on these terms. Applicant budgets should reflect these terms. If DOEE changes the terms, the agency will negotiate with the grantee.

Applicants should submit a proposal that demonstrates sufficient ability and an appropriate plan to undertake each of three types of activities (installs, rebate, and educate), as well as propose the following numerical targets for completion:

1. Trees to be planted;
2. Amount of funding to be issued as rebates; and
3. Number of homeowners reached with education materials or activity.

Successful grantees of the RiverSmart Homes Program have:

1. Planted the target number of shade trees proposed above;
2. Ensured timely, quality plantings that promote health and longevity of the tree planted;
3. Provided good customer service to RiverSmart Homes participants;
4. Accepted and accounted for direct payment from homeowners for the copayment rate set by DOEE;
5. Collected a signed liability release form and maintenance agreement from the homeowner prior to planting;
6. Maintained and reported planting and homeowner data;
7. Educated each homeowner receiving tree planting on how trees help prevent urban runoff, the importance of urban tree canopy, and proper shade tree care;
8. Developed a plan and materials to educate homeowners, covering how trees help prevent urban runoff, the importance of urban tree canopy, and proper shade tree care; and
9. Provided quarterly reports to DOEE.

Successful grantees of the RiverSmart Rebates Program have:

1. Reviewed and evaluated all rebate applications;
2. Assisted program participants throughout the rebate application process;
3. Administered and sent rebates in a timely manner;
4. Updated and maintained rebate program documents and application files;
5. Conducted outreach to advertise the rebate incentive;
6. Maintained and reported installation and homeowner data;

7. Educated each homeowner receiving tree rebates on how trees help prevent on urban runoff, the importance of urban tree canopy, and proper shade tree care;
8. Developed a plan and materials to educate homeowners on how trees help prevent urban runoff, the importance of urban tree canopy, and proper shade tree care; and
9. Provided quarterly reports to DOEE.

### **Project Outcomes**

Stormwater runoff will be mitigated on private District properties and property owners will be educated on the purpose of shade trees, their care, and stormwater issues affecting the Chesapeake Bay.

### **Project Outputs**

Past per-year target outputs have ranged from 500-700 shade trees planted, between 150-250 shade tree rebates issued, and 400 homeowners reached. An applicant should propose numerical targets for each of these outputs:

1. Number of shade trees planted;
2. Amount of shade tree rebates issued; and
3. Number of homeowners contacted and educated.

### **Deliverables**

1. Data for all program participants to include address, homeowner contact information, sub-watershed information, number and species of tree planted, copayments received, and rebates provided;
2. An electronic copy of each signed application, waiver, and maintenance agreement for each homeowner who had a tree planted and/or who received a shade tree rebate;
3. An electronic file, including a geo-coded database of each tree planted with the corresponding address and homeowner contact information;
4. An electronic file, consisting of high-quality photos of installations, submitted once per year, with the corresponding address and homeowner information;
5. Electronic copies of the materials used for homeowner education and outreach;
6. A work plan for cost-effective and professional installation of shade trees and rebate processing;
7. Participation in bi-monthly (or as needed) meetings or conference calls;
8. Quarterly status reports with current data on installations completed, rebates issued, and homeowners reached and educated; and
9. A final report with data on all installations completed, rebates issued, and homeowners reached and educated, with an analysis of the effectiveness of messages, incentives, eligible tree species and installation techniques in meeting the grant's objectives.

## Proposal Scoring

All proposals will be scored according to the criteria below.

Scoring Criteria	Points
<b>Project Concept</b>	
a. Presents an efficient and skilled approach for planting trees through RiverSmart Homes	20
b. Demonstrates substantial expertise and experience in shade tree planting and care	15
c. Presents an engaging way to educate homeowners receiving shade tree installations and rebates	15
d. Provides a robust plan for advertising and administering shade tree rebates	15
<b>Project Administration</b>	
a. Demonstrates organizational capacity to meet targets proposed for installations and rebates	10
b. Presents feasible plan that will yield high quality installations and customer service	10
c. Presents a detailed line-item budget that is reasonable and includes narrative justification	15

## Project 3 – RiverSmart Homes Landscaping Installation and Rebate Program

### Introduction

This is a request for applications for \$1,750,000 (\$850,000 per year) to install landscaping features, issue rebates, and educate the public through a voluntary incentive program. The Department of Energy and Environment (DOEE)'s Watershed Protection Division (WPD) offers voluntary incentive programs to residents in an effort to control, prevent, and provide remediation for, nonpoint sources of pollution that impact District of Columbia (District) waters and the Chesapeake Bay. It has been shown that green infrastructure (GI) installed on residential properties (e.g., rain gardens and conservation landscaping) is an effective way to reduce stormwater pollution and promote water conservation in urban environments.

DOEE offers incentives that encourage property owners to install GI on their District properties through a copayment option, RiverSmart Homes, or a rebate option, RiverSmart Rebates. The aim of both programs is for GI to be installed on private residential property to help reduce stormwater pollution. This grant addresses both the copayment and the rebate incentive options.

Through RiverSmart Homes, DOEE arranges for GI to be installed for homeowners for a nominal copayment and DOEE subsidizes the rest of the cost. Through RiverSmart Rebates, property owners can avoid waiting for the installation by doing it themselves (or contracting someone to do it) and receive a rebate after GI is installed. The aim of both programs is for GI to be installed on private residential property to help reduce stormwater pollution.

DOEE tracks the performance of RiverSmart Homes and RiverSmart Rebates, keeping data on addresses, homeowner contact information, location/sub-watershed information, pictures, dates of work, and number and type of installed GI.

To date, RiverSmart Homes and its partners have incentivized an annual average of 125 rain gardens installed and 200 BayScapes planted. There has been an average of 10 rain garden rebates issued per year through RiverSmart Rebates. It is essential that the grantee complete installations and issue rebates within a reasonable timeframe and manage recordkeeping effectively to ensure these incentives continue encouraging homeowners to participate.

More information on the program and process for RiverSmart Homes can be found at: <http://doee.dc.gov/service/riversmart-homes>.

More information on the program and process for RiverSmart Rebates can be found at: <http://doee.dc.gov/riversmartrebates>.

### **Project Period**

The project period is two (2) years. This can be amended to continue for one (1) additional year, for a total of three (3) years, depending on the performance of the grantee and the availability of funds.

### **Available Funding**

The amount available for this project is \$1,700,000, depending on the availability of funds. Additional funds may be added, depending on project needs, the performance of the grantee, and the availability of funds. DOEE anticipates that approximately \$850,000 will be spent in each year of the project period.

### **Project Description**

DOEE is seeking applicants to install rain garden and BayScapes on residential properties through the RiverSmart Homes program, process rebates for qualifying rain gardens that homeowners install independently through RiverSmart Rebates, and give homeowners participating in both programs a better understanding of stormwater runoff issues.

DOEE seeks an eligible entity to do the following in an effective and timely:

1. Facilitate installation of rain garden and BayScapes for District property owners through RiverSmart Homes and collect homeowner copayments. The grantee budget will cover the cost to do installations.
  - i. DOEE will provide yard signs that can be installed with the rain garden and BayScapes with the homeowner's approval.

2. Provide rebates through RiverSmart Rebates to qualifying District property owners who install rain gardens on their private properties The grantee budget will cover the cost of rebates; and
3. Educate homeowners receiving installations on stormwater issues and best management practices.

DOEE has determined the terms for installations and rebates. These include:

1. Per property limits;
  - a. Homeowners are eligible for two landscaping (rain gardens and/or BayScapes) projects per property pending audit recommendations through RiverSmart Homes; and
  - b. Homeowners are eligible for one rain garden rebated through RiverSmart Rebates.
2. Square footage minimums; and
  - a. Minimum 50 square feet for rain gardens;
  - b. Minimum 120 square feet for BayScaping; and
  - c. Minimum of 400 square feet of treatment area for rain garden rebates.
3. Copayment and rebate amounts.
  - a. The copayment per rain garden or BayScape is \$100;
  - b. The rebate amount is set to \$3 per square foot of treatment area for rain garden rebates for a maximum of \$2,200 per property.

The grant amount available is predicated on these terms. Applicant budgets should reflect these terms. If DOEE changes the terms, the agency will negotiate with the grantee.

Applicants should submit a proposal that demonstrates sufficient ability and an appropriate plan to undertake each of three types of activities (installs, rebate, and educate), as well as propose the following numerical targets for completion:

1. Rain gardens to be installed;
2. BayScapes to be installed;
3. Amount of funding to be awarded as rebates; and
4. Number of homeowners reached with education materials or activity.

Successful grantees of the RiverSmart Homes Program have:

1. Installed the target number of rain gardens and BayScapes proposed above;
2. Ensured timely, quality installations that promote health and longevity of the GI installed;
3. Provided good customer service to RiverSmart Homes participants;
4. Accepted and accounted for direct payment from homeowners for the copayment rate set by DOEE;
5. Collected a signed liability release form and maintenance agreement from the homeowner prior to planting;
6. Maintained and reported installation and homeowner data;
7. Developed a plan and materials to educate homeowners about how GI helps prevent urban runoff and proper maintenance techniques for rain gardens and BayScapes;
8. Educated each homeowner receiving installations about how GI helps prevent urban runoff and proper maintenance techniques for rain gardens and BayScapes; and,
9. Provided quarterly reports to DOEE.

Successful grantees of the RiverSmart Rebates Program have:

1. Issued the target amount of funding as rebates to qualified homeowners proposed above;
2. Reviewed and evaluate all rebate applications;
3. Assisted program participants throughout the rebate application process;
4. Administered and send rebates in a timely manner;
5. Updated and maintained rebate program documents and application files;
6. Conducted outreach to advertise the rebate incentive;
7. Maintained and reported installation and homeowner data;
8. Educated homeowners receiving rain garden rebates on urban runoff and pollution issues, the techniques employed to reduce them, and proper rain garden maintenance; and,
9. Provided quarterly reports to DOEE.

### **Project Outcomes**

Stormwater runoff will be controlled and/or prevented using rain barrels on District properties and property owners will be educated on the use of rain barrels and their maintenance –and general stormwater issues affecting the District’s waterways and the Chesapeake Bay.

### **Project Outputs**

Past per year target outputs have been approximately 125 rain gardens installed, 200 BayScapes installed, 10 rain garden rebates issued, and 250 homeowners reached. An applicant should propose numerical targets for each of these outputs:

1. Number of rain gardens and BayScapes installed;
2. Amount of rain garden rebates issued; and
3. Number of homeowners reached and educated.

### **Deliverables**

1. Data for all program participants to include address, homeowner contact information, sub-watershed information, square footage of rain garden or BayScapes, approximate square footage of rain garden and BayScape treatment area, installer/contractor, and record of copayments received;
2. An electronic copy of each signed application, waiver, and maintenance agreement for each homeowner who had a rain garden and/or BayScaping installed;
3. An electronic file consisting of high-quality photos of installations once a year with the corresponding address and homeowner information;
4. Electronic copies of the materials used for homeowner education and outreach;
5. A work plan for cost-effective and professional installations;
6. Bi-monthly (or as needed) meetings or conference calls with DOEE;
7. Quarterly status reports to DOEE with current data on installations completed and homeowners reached and educated; and

8. A final report with data on all installations completed and homeowners reached and educated, with an analysis of the effectiveness of messages, incentives, and installation techniques in meeting the grant's objectives.

### **Proposal Scoring**

All proposals will be scored according to the criteria below.

<b>Scoring Criteria</b>	<b>Points</b>
<b>Project Concept</b>	
<b>a.</b> Presents an efficient and skilled approach to installing rain gardens and BayScapes through RiverSmart Homes	20
<b>b.</b> Demonstrates substantial expertise and experience in rain garden and BayScape installations, maintenance, and troubleshooting	15
<b>c.</b> Presents an engaging way to educate homeowners receiving landscaping installations and rebates	15
<b>d.</b> Provides a robust plan for advertising and administering rain garden rebates	15
<b>Project Administration</b>	
<b>a.</b> Demonstrates organizational capacity to meet targets proposed for installations and rebates	10
<b>b.</b> Presents feasible plan that will yield high quality installations and customer service	10
<b>c.</b> Presents a detailed line-item budget that is reasonable and includes narrative justification	15

## SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable. Include this completed document with application submission.</p>		
1.	Is the cover sheet (appendix 3) completed and signed – and included as part of the application?	
2.	Is a Table of Contents included in the application?	
3.	Is the applying organization eligible for funding from DOEE according to section 1.6 of the RFA?	
4.	Is the proposal formatted in accordance with section 3.1 of the RFA?	
5.	Does the proposal include a project description and all of the information required of the scoring rubric outlined in section 7 of the RFA?	
6.	Is a numeric budget, <b>and</b> budget narrative justifying each line item, included in the application?	
7.	Do the line items in the proposal budget consider the allowable and non-allowable costs in section 3.2 of the RFA?	
8.	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances?	
9.	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
10.	Does the application package include IRS W-9 Tax Form?	
11.	Does the application package include a Tax Exemption Affirmation Letter?	
12.	Does the application package include the applicant's current fiscal year budget?	



13.	Does the application package include the applicant's most recent audited financial statements?	
14.	Does the application package include a Separation of Duties Policy as described in section 3.4.g. of the RFA?	
15.	Is the applicant registered in the System for Award Management (SAM)?	
16.	If applicable, does the application package include letters of support from other entities?	
17.	If applicable, does the application include resumes of key personnel mentioned in the proposal?	

## **APPENDICES**

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget